

## Tour of Duty Request Form

**Employee's Name:**

**Tour of Duty Requested:** *(Mark your choice)*

Basic Tour – 10 eight hour days per pay period.

Compressed Tour (5-4/9) – 8 nine hour days and 1 eight hour day per pay period.

Four Day Tour – 8 ten hour days per pay period (Not commonly used)  
However, may be used on a case by case basis upon approval of the Union.

Flexitour – 10 eight hour days per pay period and the ability to earn credit leave.

**Requested Hours of Duty:**

Starting Time           AM

Ending Time           PT

Lunch Period           CE           UT           U           CE           UT           AA

### Flexitour Tour:

The hours of duty for a requested Flexitour schedule must reflect an eight hour day. Work time in excess of eight hours will be earned credit leave and must be recorded on the time sheet accordingly. Credit leave cannot exceed two hours per day.

### Compressed Tour:

State your non-duty day:

Indicate which week of pay period:      1<sup>st</sup> week      2<sup>nd</sup> week

State your 8-hour day:

Indicate which week of pay period:      1<sup>st</sup> week      2<sup>nd</sup> week

Start and end time entered above should reflect your nine hour day.

Date: